ADAM D. KAMIL GALLERY CONTRACT

UC San Diego

SCHOOL OF ARTS AND HUMANITIES
Department of Visual Arts

ADAM D. KAMIL GALLERY GUIDELINES

Exhibition space in the Adam D. Kamil Gallery is a privilege reserved for Visual Arts Majors with Junior or Senior status and is limited to one solo/group exhibit per academic year. Sign-ups take place Monday of week 7 @9am in the quarter prior. To sign-up for a show in Kamil, you must have a faculty sponsor signature (on the designated page in this contract).

Once you are signed up for a show you must adhere to the following requirements in order to retain your reserved week for your show. If you neglect to complete one or more of these steps by the deadline outlined below, your privilege to have a show will immediately be terminated. If you fail to cancel your reservation at least four weeks in advance, your sign-up privileges will be suspended for two quarters.

BEFORE THE EXHIBITION:

1. Meet with your Faculty Sponsor four weeks prior to your show: review your installation proposal and confirm that the work will be ready for your scheduled show.

2. Optional Artist Statement (approx. 200-300 words, typed). This is the conceptual overview and personal statement explaining your work.

3. Installation Proposal. Provide a complete item list with dimensions and media with your planned display and mounting method (e.g. Sculpture, ceramic and wood, 18” x 18” x 10”. Mounted on pedestal) the more specific the better. How will the work be mounted? What types of materials will you be using? If you are using projectors will they be on a pedestal or hanging from the ceiling? The proposal includes a scale drawing of the gallery installation, and a list of works: artist name, title of piece, dimensions, & media. **do not hesitate to ask if you need help trouble-shooting your install method.
   Any modifications to the show’s proposal or installation plans have to be discussed with, and approved by your faculty sponsor and the department preparator.

4. Not required, but HIGHLY recommended:Provide a physical scale model, digital 3D model or sketches of your Show layout.

5. Mandatory Kamil Gallery Orientation: Make an appointment to meet with the Department preparator (adelriego@ucsd.edu, VAF406) the week prior to your exhibition to discuss your Installation Proposal and obtain a signature. (Facilities Signature will not be given if you do not already have a Faculty signature). Bring copies of your typed Installation Proposal, list of works,and scale drawing if available.

After talking through your show proposal and needs, you'll sign the facilities space agreement form and the preparator will sign your contract and Issue an access code for the gallery via email.

6. Media: Bring a copy of your contract with all required signatures to the Media Center to verify your exhibit dates and arrange check out of any media needed for your exhibit.

7. Advertise for your show via flyers/posters and/or press release. You must provide a copy of the poster to display on the gallery entrance door for the duration of exhibit. These can range from D.I.Y. scans and prints, to professional prints from Imprints {Located in the UCSD bookstore). All flyers must be taken down the week following your show. There is also an optional sandwich board (24.5" x 35") available to you to advertise your show.

8. It is advised that you print multiple copies of a diagram, or clock-wise list of the works exhibited (title, material, and conceptual description) for visitors to read.

9. Damage to the gallery will be assessed on Fridays during a scheduled walk-through with the Assistant Facilities Manager. Any remaining repairs will be billed to exhibitor. Minimum $50.00.

DURING THE EXHIBITION:

10. Hours: Always abide by show times: Tuesday-Thursday 1-4pm

11. Gallery Sitters: You are responsible for providing your own gallery sitters within the show times specified above. You may not open the gallery for additional hours outside of those listed. You may choose to open the gallery within the allowable hours without a sitter present. You are responsible for any damages that may occur.

12. Storage & Equipment: Do not store moveable walls, pedestals or tables outside during show. The gallery storage closet may be used for temporary needs.

AFTER THE EXHIBITION:

13. De-install Friday before EOD. Return all walls to the original gallery white. Procedure: (1) Tap in nail holes. (2) Apply spackle. (3) Sand (perfectly smooth). (4) Apply Kilz primer for deep stains if necessary. (5) Apply 1-2 coats of gallery paint.

14. Leave no traces: Leave the gallery in the same or better state you received it in . Patch and paint walls, Sweep, and if necessary mop the floor and dispose of all trash in the dumpster by the loading dock.

15. OPTIONAL: Share any documentation and digital version of your artwork to Promotions & Events Manager (nlesley@ucsd.edu) if you'd like your work o be archived and displayed on the digital gallery (https://sites.google.com/ucsd.edu/kamilgallery/about)

ADDITIONAL RULES AND INFORMATION:

- Your exhibition may be publicized by submitting the information to The Guardian or other local papers in the form of a calendar announcement. All press releases must be cleared with the UCSD Public Information Office, 858-534-3120. Your publicity must be handled in a professional manner as it reflects upon the University. You may also contact Nicholas Lesley, Visual Arts Promotions Manager at nlesley@ucsd.edu to publicize to the Visual Arts community listserv.

- An exhibition in no way may be such that it provides an environment that is unsafe or unhealthful to the participants or guests, or is a potential hazard to the building and/or its surroundings.

- Artwork exhibited in the Kamil Gallery is not insured by UCSD.

- The UCSD Visual Arts Department has authorization to photograph all exhibitions for the purpose of creating a departmental archive or using for departmental publications.

- Receptions may be held Tuesday through Thursday from 1-7pm. Receptions held after 4pm must be supervised by a faculty sponsor as the gallery should never be open without someone on the premises.

- No alcoholic beverages. Students/groups are required to clean up immediately after reception. Take all trash to the dumpster, no custodial service is provided for the gallery.

- Exhibits not torn down, by EOD on Friday will be removed by department staff and you will be billed. The UCSD Visual Arts Department and its employees are not responsible for the safety or well-being of articles left in the space.

- Cancellation Policy: You must cancel at least 4 weeks prior to the start of your show by calling 858-534-2860.

The success or failure of an Undergraduate exhibition depends on the individual artist-you! Please make showing your artwork at the UCSD Adam D. Kami/ Gallery a fun and rewarding experience by following all curatorial steps for display

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USER AGREEMENT FOR UNDERGRADUATE EXHIBITION

The undersigned agrees that he/she has been given a copy of the Adam D. Kamil Gallery Guidelines for his/her use and referral. The undersigned further agrees to abide by all rules and regulations for the use of the Adam D. KamiI Gallery as outlined in the Adam D. Kamil Gallery Guidelines.

The undersigned acknowledges that the Adam D. Kami! Gallery is part of the UCSD Visual Arts Department. The use of the space for the purpose of an art exhibition is granted at the sole discretion of the department and may be revoked at any time.

The undersigned has completed and attached an Artist Statement, Installation Proposal (including list of works, poster and drawing) and had it reviewed by a Full Time Faculty Sponsor.

STUDENT SIGNATURE: DATE:

PRINTED STUDENT NAME:

NAME OF EXHIBITION:

DATES OF EXHIBITION:

FACULTY SPONSOR: DATE: